



City of Longview

Agenda

Parks and Recreation Board

Monday, January 23, 2023

5:00 PM

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a meeting on Monday, January 23 at 5:00 p.m. in the in the Longview City Council Chambers on the 2nd floor of City Hall 1525 Broadway St., Longview. The meeting is also available via Zoom. <https://us02web.zoom.us/j/87633191752>

Meeting ID: 876 3319 1752

One tap mobile +12532158782,,87633191752# US (Tacoma) +16699006833,,87633191752# US (San Jose)

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. ROLL CALL
2. FLAG SALUTE
3. APPOINTMENT OF CHAIR AND VICE CHAIR FOR ONE YEAR TERM
4. APPROVAL OF MINUTES
23-000832 PRAB Draft Meeting Minutes - 11.21.2022
5. CHANGES TO THE AGENDA
6. CONSTITUENT COMMENTS
7. BOARD MEMBER COMMENTS
8. TREE BOARD COMMENTS
9. REPORTS
23-000833
 - a. Parks Maintenance Report
 - b. Recreation Report
 - c. Director Report

10. OLD BUSINESS**11. NEW BUSINESS****23-000834 a. Rotary Request for Expanded Locations in Alcohol in Parks Policy**

SUMMARY: The Rotary Club of Longview has requested expansion of the park locations identified within the City's Alcohol in Parks Policy. The policy was adopted in 2018 by the Parks and Recreation Advisory Board and Longview City Council for public and private events and is only allowed at R.A. Long Park. The Rotary Club of Longview is requesting to have Lake Sacajawea added to the Permitted Sites under Section 1: Conditions within the Policy.

RECOMMENDED ACTION: To recommend/not recommend to City Council the inclusion of Lake Sacajawea as a permitted site.

CONTACT: Jennifer Wills, Parks & Recreation Director

23-000835 b. Longview Pickleball Club Request to Renovate John Null Park Courts

SUMMARY: The Longview Pickleball Club is requesting permission to renovate and repurpose the tennis courts at John Null Park to pickleball specific courts with center area courtyard. See attached photo for additional details.

RECOMMENDED ACTION: To recommend/not recommend to City Council the renovation and repurpose of the tennis courts at John Null Park to pickleball courts.

CONTACT: Jennifer Wills, Parks & Recreation Director

23-000836 c. Review/Revise Neighborhood Park Grant Program

SUMMARY: During the 2022 Neighborhood Park Grant Process, the board indicated that it would like to review the policy and process of the grant program. We will go over the policy, application, and frequently asked questions and discuss changes to the policy/procedure as necessary.

RECOMMENDED ACTION: To recommend changes as necessary.

CONTACT: Jennifer Wills, Parks & Recreation Director

12. ADJOURNMENT

23-000837 Next Meeting - February 27, 2023



City of Longview

Minutes

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Parks and Recreation Board

Monday, November 21, 2022

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **ROLL CALL**

Members Present: Rayleen Aguirre, Glenda Johnson, Jenny Oskey & Michelle Rabideau.

Members Absent: Claire Pang

Constituents Present: N/A

Council Members Present: Spencer Boudreau

Staff Present: Melissa Harbour, Joanna Martin, Justin Brown, Tiffany Ostreim-City Clerk

2. **APPROVAL OF MINUTES**

22-000739 PRAB Draft Minutes - 11.21.2022

*A motion was made by Board Member Jenny Oskey, seconded by Board Member Michelle Rabideau, to accept the minutes from the 11.21.2022 PRAB meeting. The motion carried by the following vote: Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Michelle Rabideau, Board Member Glenda Johnson
Nays: None*

3. **CHANGES TO THE AGENDA**

A motion was made by Board Member Rayleen Aguirre, seconded by Board Member Glenda Johnson, to move New Business item related to Public Records/OPMA prior to Constituent Comments. The motion carried by the following vote: Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Michelle Rabideau, Board Member Glenda Johnson. Nays: None

4. **CONSTITUENT COMMENTS**

N/A

5. **BOARD MEMBER COMMENTS**

N/A

6. **TREE BOARD COMMENTS**

N/A

7. **REPORTS**

22-000740

- a. Park Maintenance Division Report
- b. Recreation Division Report

A Parks Division Report was embedded in the agenda.

A Recreation Division Report was embedded in the agenda.

8. OLD BUSINESS**22-000742 COMPREHESIVE PLAN-STAKEHOLDERS**

SUMMARY: Follow up to Board Members who chose to meet/speak with stakeholders.

RECOMMENDED ACTION: Discussion Only

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

Discussion Only

9. NEW BUSINESS**22-000743 YOUTH SPORTS LEAGUE UPDATE**

SUMMARY: The Longview Soccer Club was invited to present to the Park and Recreation Advisory Board. The league will be provided 5 minutes to present the following with the opportunity for dialog and questions after:

*Largest success from 2022 season

*Biggest improvement for 2022 season

*Challenges ahead

*Current financial commitments (projects)

*Top safety concerns and plans to address

*Registration numbers and trends

*Tournaments – Current/future plans

RECOMMENDED ACTION: No Action Presentation Only

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

Tabled

22-000744 PUBLIC RECORDS AND OPEN PUBLIC MEETINGS ACT REFRESHER

SUMMARY: Longview City Clerk's Office will present a refresher of the Public Records Act and the Open Public Meetings Act as it pertains to the Park and Recreation Advisory Board

RECOMMENDED ACTION: No Action, Presentation and Discussion

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

Discussion Only

22-000745 COMPREHENSIVE PLAN-PARK INVENTORY PAGES DRAFT

SUMMARY: Attached are the Park information Pages that staff have compiled together for each of the parks within the City of Longview. Documents provide a brief description, names category(ies) of the park, partners, updates from previous plan, needs and requirements, and future enhancements.

RECOMMENDED ACTION: For Review Only – Discussion, full adoption of inventory will occur with final draft

A motion was made by Board Member Rayleen Aguirre, seconded by Board Member Jenny Oskey, to review revisions at the next meeting . The motion carried by the following vote: Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Michelle Rabideau, Board Member Glenda Johnson. Nays: None

10. ADJOURNMENT

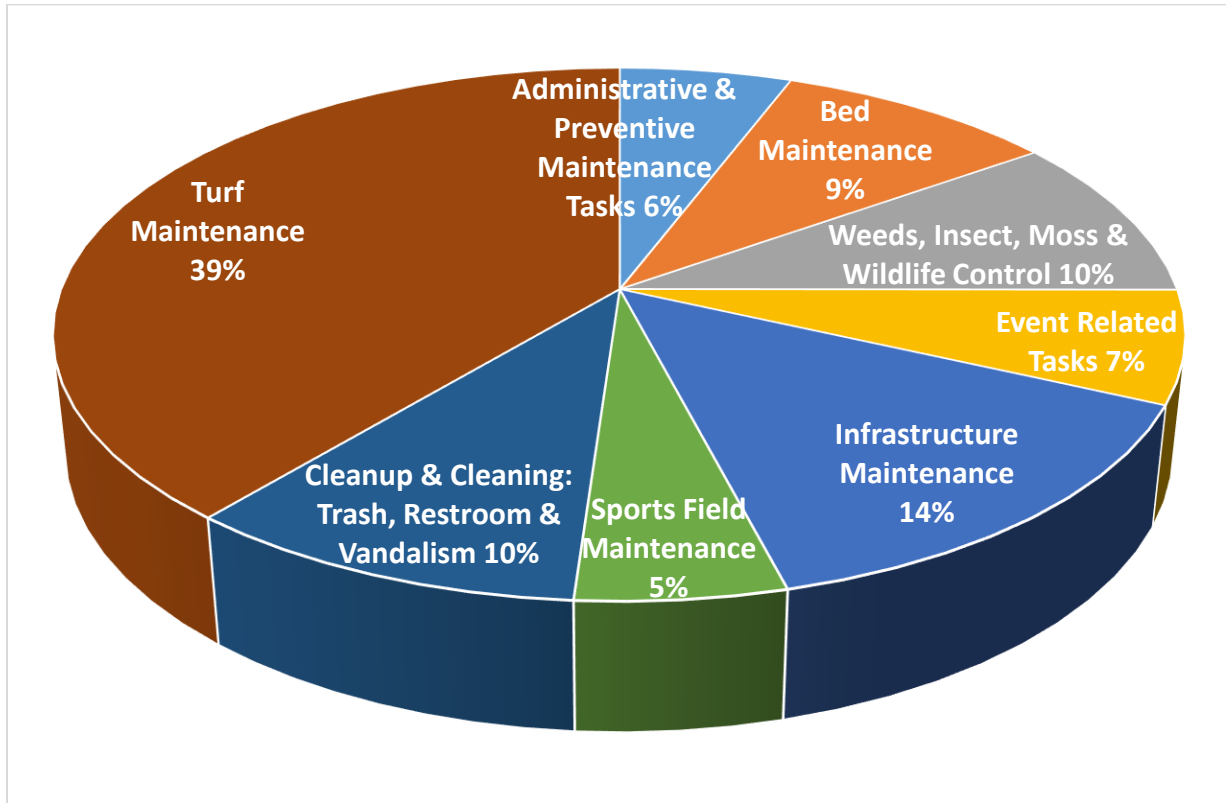
The meeting was adjourned at 6:00 P.M.

Parks Maintenance & Urban Forestry Report

Parks Board January 23, 2023

Parks Maintenance

- 1397 work orders completed in 2022

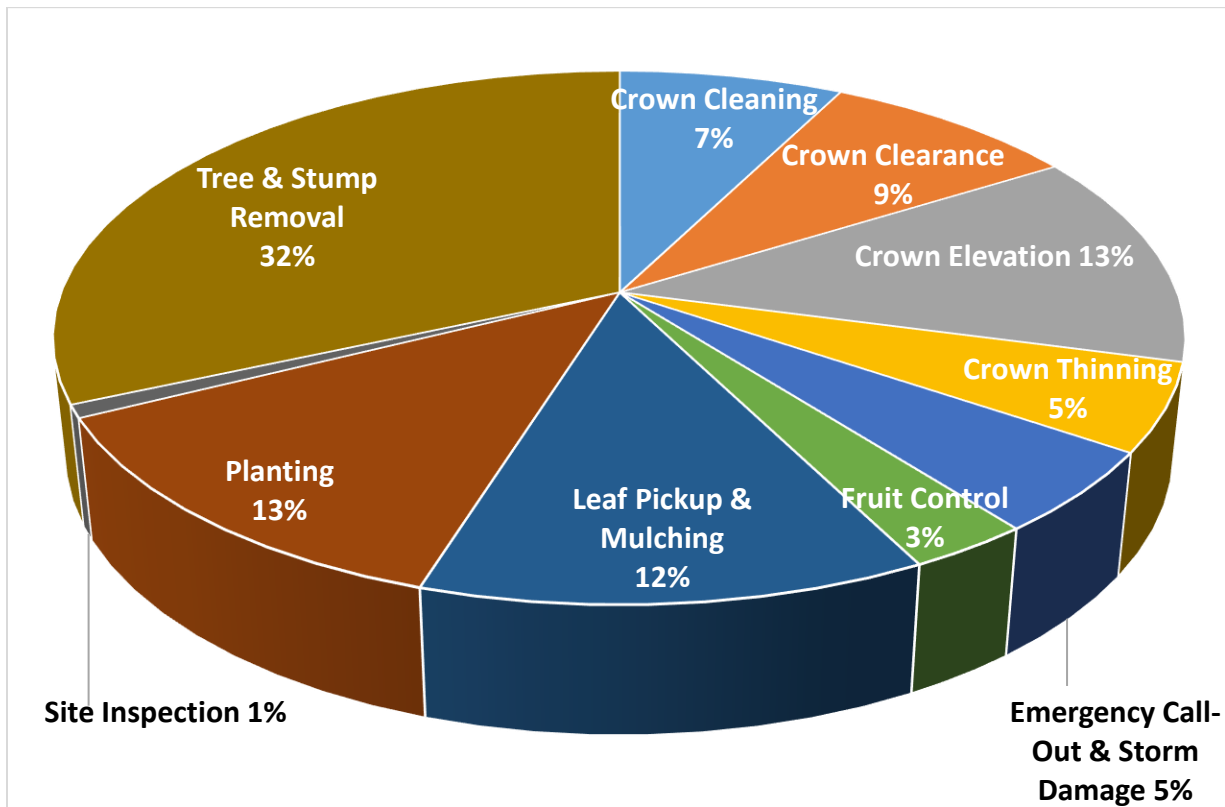


- Work Orders
 - 27 work orders closed in November
 - 48 work orders closed in December
- Vandalism
 - Smaller items of vandalism like cleaning up tagging or picking up litter are tasks included in the regular route for our staff emptying trash cans and cleaning the parks' restroom
 - 2 work orders in November
 - 11 hours dealing with a trash receptacle basket that was set on fire near Hemlock Plaza
 - 2 hours fixing broken table at Hemlock Plaza
 - 0 work orders in December

- Sharps
 - 6 in November
 - 3 Grotto
 - 2 17th and Nichols restroom
 - 1 RA Long Park
 - 4 in December
 - 3 RV Dump Station
 - 1 Highland Trail

Urban Forestry

- 406 work orders completed in 2022



- Work Orders
 - 37 work orders closed in November
 - 19 work orders closed in December
- Emergency call-outs
 - November - 8 hours on the 7th between 2 locations
 - December - 23.25 hours on 27th and 28th between 5 locations (high winds)
- 50 open work orders

Recreation Division

Memo



**PARKS &
RECREATION**
CITY OF LONGVIEW

To: Jen Wills

From: Justin Brown

Date: January 20th, 2022

Re: December/January Report

DIVISION HIGHLIGHTS

2023 Goals

- I. Connect the Community
- II. Quality Experience
- III. Plan for the Future

- **Programs/Events:**

- Breakfast with Santa was a hit in December of 2022. The Pioneer Lions partnered with us this year and provided the breakfast for all in attendance. Over 300 full breakfasts were served.
- R2L registration has opened. Registration will be taken through April 7th. www.r2lbridgerun.com
- Father Daughter Dance tickets are sold out for 2023
- Planning is underway for Summer Camp 2023. We will be bringing back the Teen camp for a 2nd year.
- Winter Adult basketball has started. 7 teams this season
- Open Gym volleyball is averaging 12 participants weekly. This program happens Wednesday nights at Cascade Middle School. This is a good number reviving a program recently for the first time since the Covid shutdown.

Goals: I, II

- **Foundation:**

- Will be hosting 3, now annual, fundraisers in 2023. Adult Prom in February, Cinco De Mayo Bingo in May, and Golf Tournament in August.
- Still recruiting members to the board. They meet Monthly and would welcome new applicants.

Goals: I, II, III

- **Marketing/Outreach:**

- Continued Facebook and Mail Chimp outreach.
- Summer Brochure schedule will be out shortly. This brochure is set to be released in May covering May-August.
- Press Releases are going out weekly to radio and newspaper. Covering all classes and special events

Goals: I, II, III

- **Sponsorship/Grants**

- Received Cowlitz County Tourism Grant for R2L run - \$6,900
- Peace Health has agreed to be the presenting sponsor for R2L - \$3,000
- In discussion with local business to be the Volunteer R2L Sponsor - \$2,500
- NCLI Grants for Summer Camps: Our presentation to the decision committee will be in early February. This group will score each presentation and hopefully make the awards by May.

Goals: I, III

ALCOHOL POLICY

City of Longview - Parks

CURRENT PARK CODE:

Park Code (**LMC 13.01.190 – Possession or consumption of alcoholic beverages in public parks**) states that it is unlawful for any person to consume or possess any unsealed or opened container of alcoholic beverage in a public park; provided, this prohibition shall not apply to organized groups which have secured a permit from the director and, if required, from the Washington State Liquor Control Board.

POLICY

The consumption of alcoholic beverages is prohibited at all City of Longview Parks and other outdoor public places, unless a Special Event Permit or Private Park Rental Permit has been awarded, permission for serving and consuming of alcohol has been granted, the event takes place within an approved site, and the subsequent conditions laid out within the following sections are followed.

SECTION 1: CONDITIONS

Any person, group, or organization seeking to host an event at City of Longview Parks at which alcohol will be consumed must meet the following conditions prior to approval:

- Applicant is required to submit a “*Parks and Recreation*” Special Event Application or Park Rental Application, Request to Serve Alcohol Application, and all accompanying documentation to the Parks and Recreation Department Office a minimum of 60 days prior to the event.
- Special Event applicants are required to submit a “*City of Longview*” Special Event Permit through the City Engineering Department to begin coordination with other departments such as street, fire, garbage, and police, etc.
- Permitted Site: Beer, wine, and champagne are allowed to be served only at R.A. Long Park.

SECTION 2: PERMITTING

Any person, group, or organization seeking to host an event at City of Longview Parks at which alcohol will be consumed must meet the following conditions prior to permitting:

- Applicant must submit a signed Special Event Application or Private Event Application and pay applicable fees.
- A Request to Serve Alcohol Application must be submitted and is required to have:
 - a. A detailed site map which must include:
 - i. Clearly identifiable alcohol serving areas (must be enclosed areas with minimum barrier height of 60 inches)

- ii. Show specific location of all structures, fire lanes, streets, alleys, fencing (indicating location of exits and gates)
 - iii. Show specific location of all of tents or temporary structures, including dimensions (if applicable)
 - iv. Vendors, food trucks, merchandise areas (if applicable)
 - v. Stage location and sizes (if applicable)
 - b. A security plan that provides control entry/exit point(s) to prevent minors from access to the serving consumption areas
 - c. Any other pertinent details about areas applicable for event.
 - d. Remit any applicable fees for serving alcohol
- Anyone who wishes to serve and/or sell alcoholic beverages at designated permitted site must complete and adhere to a Serving Alcohol Agreement Form which stipulates that conditions under which alcohol beverages may be served and/or sold and consumed.
- Special Event Permit holder is required to obtain a Special Occasion License from the Washington State Liquor Control Board, post the Special Occasion License during the event, and adhere to all its conditions.
 - a. You must be a non-profit organization to charge for alcoholic beverages. It is against the law to allow a third party (i.e.: promoter) to run an event on behalf of a non-profit in exchange for a percentage of the profits. Allowing a third party to collect part of the proceeds or take a percentage of the proceeds could prevent your nonprofit from obtaining future Special Occasion Licenses.
 - b. Alcohol beverages to be served and/or sold are limited to beer, wine, and champagne.
 - i. Beer, wine, or champagne may not be sold below cost.
 - ii. Beer, wine, or champagne may not be given as awards or gifts.
- Park Rental Permit holder is required to obtain a Banquet Permit from the Washington State Liquor Control Board, post the Banquet Permit during the event, and adhere to all its conditions below.
 - a. Attendance must be by invitation only
 - b. The event may not be open or advertised to the public to include social media
 - c. Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
 - d. The event cannot be for business promotions
 - e. Liquor must be purchased from a retail store at full retail price
 - f. Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Secure either “Host Liquor Liability” or “Liquor Liability Insurance” identifying the City of Longview as an additional insured for primary and non-contributory limits of liability of \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the city.

SECTION 3: APPROVAL PROCESS

Applicants submit a Parks and Recreation Special Event or Park Rental Application and Request to Serve Alcohol Application explaining the nature of the event, site plan, security plan, and the circumstances in which alcohol is proposed to be served and all applicable fees 60 days prior to the event.

The Department will provide additional feedback, request further information, or provide an approval or denial of the application within five business days.

The Organization or Individual will then obtain the certificates of insurance required for the event, apply for the Special Occasion License or Banquet Permit, and provide all copies to the City 30 days prior to the event.

The Director of Parks and Recreation reserves the right to limit the number of Special Event Permits issued per site and limit.

Sites may be added to the Special Event Permit list by the Director of Parks and Recreation, only if a request is received from a City Council Member or the public, after an open community process (which includes but is not limited to the Parks and Recreation Advisory Board and registered neighborhood organizations) is performed to introduce the potential new site and solicit feedback and recommendations and after council approval is granted.

Once all conditions have been satisfactorily met the City of Longview and/or the Parks and Recreation Department will issue a Special Event or Park Rental Permit for the event.

SECTION 4: EVENT REQUIREMENTS

Public Event Requirements:

Any person, group, or organization seeking to host a public event at City of Longview Parks at which alcohol will be consumed must agree to the following conditions by signing the Agreement to Serve Alcohol Form during the special event unless a permit stating otherwise has been secured from the director:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the event.
- No one working at the event may consume alcohol. This includes all volunteers or employees of the nonprofit, manufacturers, distributors, caterers, or vendors.
- The City may require the event coordinator to meet with staff on location prior to the start of the event to ensure all conditions of the Special Event Permit and Serving Alcohol Agreement have been met.
- No one under the age of 21 will be allowed in the alcohol permitted area.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.

- Food must be available for free or for purchase during event when alcohol is served.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City requires MAST certified alcohol monitor(s)/roamer(s) for the event at a ratio of no fewer than one (1) trained alcohol monitor per five (5) non-MAST servers. For the purpose of these Guidelines, “trained alcohol monitor/server” means any person holding a valid Washington State Mandatory Alcohol Server Training (MAST) Permit from the Washington State Liquor Control Board.
- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator provides reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on the Special Event Permit and the serving of alcohol must end ½ hour prior to the established end time of your event.
- Event coordinators must publicly display your Special Occasion License during the event and adhere to all its conditions.
- A minimum of two (2) people from your organization will check identification of ALL attendees. No one will be allowed within the event area without identification. A sign should be placed at the entrance that states “Entrance Prohibited to anyone born on ____ or after” to know the birthdate of anyone of legal age.
- There should be one public entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Attendees into your event (whether a free or paid ticket event) are required to have a non-removable wristband to indicate that their ID has been checked.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted “NO ALCOHOL BEYOND THIS POINT” must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

Private Event Requirements:

Any person, group, or organization seeking to host a private event at City of Longview Parks at which alcohol will be consumed must agree to the following conditions by signing the Agreement to Serve Alcohol Form during the park rental unless a permit stating otherwise has been secured from the director:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the rental.
- No one working at the event may consume alcohol. This includes all volunteers or employees of caterers or other vendors hired for the rental.
- The City may require the event coordinator to meet with staff on location prior to the start of the rental to ensure all conditions of the Banquet Permit and Serving Alcohol Agreement have been met.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator to provide reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on the Banquet Permit and the serving of alcohol must end ½ hour prior to the established ending time of your event.
- Event coordinators must publicly display your Banquet Permit during the event and adhere to all its conditions.
- There should be one entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted “NO ALCOHOL BEYOND THIS POINT” must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

SECTION 5: APPLICATIONS

Public Events:

- ☐ Longview Parks and Recreation Department Special Event Application
- ☐ City of Longview Special Event Application
- ☐ Request to Serve Alcohol Application
- ☐ Washington State Liquor Control Board Special Occasion License
- ☐ Insurance with City of Longview Additionally Insured

Private Events:

- ☐ Longview Parks and Recreation Department Park Rental Application
- ☐ Request to Serve Alcohol Application
- ☐ Washington State Liquor Control Board Banquet Permit
- ☐ Insurance with City of Longview Additionally Insured

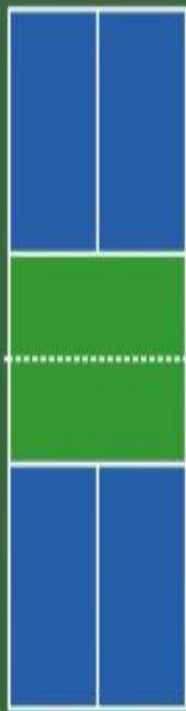
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December 15, 2021

Since 1997, the City of Longview Council has approved \$25,000 for the Neighborhood Park Grant Program. 2022 marks 25 years in matching funds given to groups, organizations, schools, etc. to improve our park system. We are excited to announce that the Neighborhood Park Grant Program has once again opened to award \$25,000 towards park improvements! Enclosed you will find answers to frequently asked questions, the grant application, and instructions on how to proceed.

This program provides financial assistance for capital improvements within the city's parks and play spaces. Projects can include major renovation or replacement of existing facilities, property acquisition, and major pieces of equipment or amenities at city parks. Some examples of previously funded projects include the installation of the disc golf course at Roy Morse Park, resurfacing of Vandercook Park tennis courts, covered basketball court at Lake Sacajawea, and tee-ball field construction at 7th Avenue Park.

All projects submitted must adhere to the city's capital improvement project guidelines outlined in the criteria section of the application. For planning purposes, note that the city's share cannot exceed 50% of the total cost of the project. Matching grant funds are only available for reimbursement on actual expenditures spent on supplies and services. Donated items or labor are not considered reimbursable expenditures. Maintenance on existing or proposed new facilities is not an eligible expense under this program.

Applications can be found on our website at www.mylongview.com/recreation on the left hand side. When applying, **please provide eight (8) copies** of the two page application along with any supporting documentation by 5:00pm on the closing date of Friday, February 11, 2022. Submit completed applications to the Recreation Office located at 2920 Douglas Street in Longview.

If you have any questions about the funds or the application process, please feel free to contact me. We look forward to working with you as we continue to build upon our amazing park system. Thank you for your interest.

Sincerely,

Jennifer Wills

Jennifer Wills
Director, Parks & Recreation
360-442-5400
jennifer.wills@mylongview.com

NEIGHBORHOOD PARK GRANT FREQUENTLY ASKED QUESTIONS

What is the Neighborhood Park Grant Program?

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval.

What types of awards have been granted?

Grants have been awarded for a wide variety of projects such as construction of sports fields, irrigation systems, security systems, disc golf course, installation of public art, and much more.

Who can apply for grants?

Individuals, organizations, and agencies may request funds from the Neighborhood Park Grant Program for capital improvement projects in city parks located within the city limit of Longview.

How are projects selected?

The Parks and Recreation Advisory Board evaluates the applications for the following criteria and makes recommendations to the Longview City Council for final approval.

When filling out a Neighborhood Park Grant Application, applicants should address each of the below items in detail.

- ☐ **Need:** Does the community have a need for this project? (Consider whether there are similar or complementary facilities in the area/community)
- ☐ **Community Impact:** Who will benefit from the project? Provide approximate number, range, and diversity of those likely to be served by or benefit from the project? Do they represent a significant underserved population?
- ☐ **Access:** What will the availability of the project be to the public during the year?
- ☐ **Financial Responsibility:** What is the potential life span of the project? What will the maintenance and replacement requirements of the project be, both immediate and long-term?
- ☐ **Cost Benefit:** Do the benefits outweigh the cost of the project? (Benefits include economic impact and community development, additional opportunities for play in the community, and reduction in youth related social problems.)
- ☐ **Compliance:** Does the project comply with the City of Longview's historic preservation plan, park and recreation comprehensive plan, and other city policy initiatives?
- ☐ **Readiness to Proceed:** How soon after the grant is approved can the project begin? (Discuss how quickly the applicant can complete the project by demonstrating availability of the required financial match; permits being secured; and availability of needed labor.)
- ☐ **Funding:** What are the applicant's potential sources of funding? (Please list all cash and in-kind goods and services) Are they already secured? Does the applicant identify partnership arrangements and what value does the partnership(s) bring to the project?

How do you apply for a grant?

Submit the required application and accompanying support materials ensuring that all aspects of the project rating criteria have been addressed.

How do I know if my project qualifies for Neighborhood Park Grant funds?

Your project qualifies for funds if it meets ALL three of the following criteria:

- ☐ Your project is located within one of the City of Longview's Parks (www.mylongview.com/parks) or within a City of Longview designated play area (such as a school playground).
- ☐ Your project qualifies as a capital improvement project:
 - The city defines capital improvement projects as those which include new or expanded physical facilities/assets, major renovation or replacement of existing facilities, the acquisition of real property (land), or the purchase of major pieces of equipment.
 - Capital improvement projects involve the expenditure of \$5,000 or more for design, construction, and equipment; have a useful life of one year or more; and are for an item classified as a fixed asset.
- ☐ The project must involve active participation by community members.

Not Eligible: *Routine maintenance on existing or proposed new facilities is not an eligible expense under this program.*

How does the matching funds portion work?

Once the project has been approved by City Council for grant funding, the applicant may begin their project. The project must be fully complete prior to submitting for reimbursement. This means that the applicant must take on the total financial responsibility of the project prior to submitting for reimbursement.

Matching grant funds are only available for reimbursement on actual expenditures spent on supplies and services and not on donated items or labor. Applicants may use cash, in-kind donations and services, and volunteer labor hours to account for the total cost of the project. For applicant planning purposes, note that the city's share cannot exceed 50% of the total cost of the project.

Project Expenditure Examples:

- Example A:** Group A has a project that is \$10,000. The City Council approved the project with a \$5,000/50% reimbursement. Group A completes the project and submits all receipts totaling \$10,000 out of pocket expenses. The City reimburses Group A for \$5,000.
- Example B:** Group B has a project that is \$10,000. The City Council approved the project for a \$5,000/50% reimbursement. Group B starts the project and ends up receiving \$7,000 in donated services and supplies and only needs to expend \$3,000 out of pocket for a total cost of \$10,000. Although approved for \$5,000, the city will only reimburse Group A for the \$3,000 in reimbursement. ***Applicants can not financially benefit from Neighborhood Park Grant projects.***
- Example C:** Group C has a project that is \$10,000. The City Council approved the project for a \$5,000/50% reimbursement. Group C starts the project and ends up receiving \$3,500 in donated services and supplies and expends \$6,500 out of pocket for a total cost of \$10,000. The City will reimburse the applicant the \$5,000 with the remaining \$1,500 of out of pocket expenditures being the applicant's responsibility.

What are important dates?

- **February 11th:** Deadline for application submittal - the request for project proposals (RFP) are advertised through the newspaper, social media, and city websites.
- **February 28th:** The Parks and Recreation Advisory Board meet to evaluate the proposals and make recommendations to City Council.
- **March 24th:** City Council reviews the proposals and makes final approval.
- **Week of March 28th:** Applicants are notified of City Council Decision.
- **December 31st:** Expected project completion and subsequent "Project Completion Summary Form" submitted.

What happens after I submit my proposal?

All applicants will be invited to make presentations regarding their projects to the board at the February 28th meeting. Applicants will be notified of their presentation time slot, and during that meeting may present their proposal and bring additional information or hand outs and answer questions pertaining to the proposed projects.

My project was approved by City Council, now what?

Once approved, the Parks and Recreation Department will notify applicants by letter to the address provided on the application stating what was approved for funding by City Council. After being notified, applicants may begin their project. You will need both before and after photos of your project, so don't forget to take a few before you start.

Included in the letter is a "Project Completion Summary Form". This form is an overview of all expenses incurred by the project as well as donated goods and services. Applicants will need to complete this form to conclude the project. It is advised that applicants update the form continually throughout the entire process rather than attempt to complete at the end of the project.

The summary form must be accompanied by detailed documentation. Expense line items included on the summary form must have a coinciding itemized receipt or vendor invoice for the expense to be considered a reimbursable item. Additionally, each item or service donated must have a record in the form of an itemized receipt or invoice indicating the actual cost of the good or service and the subsequent discount or \$0.00 donation.

In-kind labor donations must also be accounted for on the "Project Completion Summary Form". In-kind labor is a service provided that accomplishes work that otherwise would be provided by contractors or other paid individuals in order to complete any portion of this project. It also must relate to this specific project only. This differs from Volunteer Labor.

Volunteer labor is also documented on the "Project Completion Summary Form". A detailed report must be included with the summary form that states each date a volunteer worked on the project, the name of said volunteer, the time the volunteer worked, and a signature by the volunteer. Volunteer labor is calculated at \$15 per hour.

Volunteer labor includes any time that was donated to the planning, implementation, construction, and completion of the project. General duties of the applicant that occur on a regular basis or other volunteer work that took place prior to the initiation of the identified project does not qualify as in-kind donations.

My project is finished, how does the reimbursement process work?

Once the project is complete, you will provide the Parks and Recreation Department a fully finalized "Project Completion Summary Form" with the attached detailed documentation to validate each line item. Along with the summary form, before and after photos of the finished project are required. The Parks and Recreation Department will work with applicants to ensure that all paperwork is comprehensive and meets requirements for reimbursement. You do not have to wait until December 30; you may turn in completed paperwork once your project is finished.

Project Completion Summary Forms are turned into:

**City of Longview
Parks and Recreation Department
2920 Douglas Street
Longview, WA 98632**

After the project has been deemed complete it will be submitted for reimbursement. Reimbursement is provided in the form of a check sent to the applicant to the address provided on the original application. Reimbursement can take approximately 30 to 45 days.

What if I unable to finish my project by the December 30 deadline?

The City understands that there can be unforeseen circumstances that may not allow you to complete the project by the December 30 deadline. Applicants may submit a "Letter of Need" to the Parks and Recreation Advisory Board for consideration of an extension on the project deadline. The letter must be received prior to the December 30 deadline to be granted.

What if I have other questions, who should I contact?

Please feel free to contact the Parks and Recreation Department by stopping by, calling 360.442.5400, or emailing rec@mylongview.com. We are more than happy to assist you!



Longview Parks and Recreation Department Neighborhood Park Grant Application

Application deadline: February 11, 2022

**PLEASE SUBMIT EIGHT (8) COPIES OF THIS APPLICATION AND
EIGHT (8) COPIES OF ANY SUPPLEMENTAL MATERIALS**

Date	Project Name	Project Location
------	--------------	------------------

Applicant (organization)	Contact Person and Title
--------------------------	--------------------------

Are you a non-profit organization?	If yes, what is your IRS Tax ID#?
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☐ Yes ☐ No

Address	City/State/Zip
---------	----------------

Daytime Phone	Evening Phone	Email Address
---------------	---------------	---------------

Project Description.

(Applicants are encouraged to attach additional pages including schematic drawings, site location drawings, maps, pictures, and photographs.)

Project Relationship to Grant Rating and Instruction Criteria

(On a separate sheet of paper please explain how this project responds to the eight rating criteria listed in the application process. Addressing the eight criteria will enable the Parks and Recreation Advisory Board to evaluate the importance of the project against others that request funding. *Failure to address the criteria will result in an incomplete application and request denial.*)

- ☐ **Need:** Does the community have a need for this project? (Consider whether there are similar or complementary facilities in the area/community)
- ☐ **Community Impact:** Who will benefit from the project? Provide approximate number, range, and diversity of those likely to be served by or benefit from the project? Do they represent a significant underserved population?
- ☐ **Access:** Upon completion, what will the availability of the project be to the public during the year?
- ☐ **Financial Responsibility:** What is the potential life span of the project? What will the maintenance and replacement requirements of the project be, both immediate and long-term?
- ☐ **Cost Benefit:** Do the benefits outweigh the cost of the project? (Benefits include economic impact and community development, additional opportunities for play in the community, and reduction in youth related social problems.)
- ☐ **Compliance:** Does the project comply with the City of Longview's historic preservation plan, park and recreation comprehensive plan, and other city policy initiatives?
- ☐ **Readiness to Proceed:** How soon after the grant is approved can the project begin? (Discuss how quickly the applicant can complete the project by demonstrating availability of the required financial match; permits being secured; and availability of needed labor.)
- ☐ **Funding:** What are the applicant's potential sources of funding? (Please list all cash and in-kind goods and services) Are they already secured? Does the applicant identify partnership arrangements and what value does the partnership(s) bring to the project?

Project Budget and Funding

ESTIMATED BREAKDOWN OF THE PROJECT

Provide Quotes and List of Supplies	COST OF PAID SUPPLIES	\$	%
Provide Quotes and Business Information	COST OF PAID SERVICES	\$	%
Provide Estimated Number and Hours	HOURS OF VOLUNTEER LABOR	\$	%
Provide Quotes and List of Supplies	COST OF DONATED SUPPLIES	\$	%
Provide Quotes and Business Information	COST OF DONATED SERVICES	\$	%

TOTAL COST OF THE PROJECT:

\$

TOTAL CASH/DONATIONS AT TIME OF APPLICATION - READINESS TO PROCEED

SECURED APPLICANT CASH:	\$	%
*(Monetary value of all donations) SECURED APPLICANT DONATIONS:	\$	%
*(Monetary value: 1 Hour = \$15.00) VOLUNTEER LABOR DONATION COMMITMENT: *	\$	%

_____ # of Volunteers X _____ # of Hours Donated = _____ Total Hours of Volunteer Labor Donations

TOTAL OF SECURED FUNDING/DONATION FOR THE PROJECT: \$

*** If the total of secured funding, including donations, does not equal the total cost of the project please provide below the timeline and steps that will be taken to ensure readiness to proceed.**

APPLICANT REQUEST: **50%** REIMBURSEMENT OF EXPENDED FUNDS

Applicants may use cash, in-kind donations and services, and volunteer labor hours to account for the total cost of the project. **Matching grant funds are only available for reimbursement on actual expenditures spent on supplies and services and not on donated items or labor.**

GRANT FUNDS REQUESTED FROM CITY OF LONGVIEW:

\$

ADDITIONAL PROJECT QUESTIONS

Will fees be charged in connection with using this project? ☐ Yes ☐ No If yes, please describe:	Multi-year project? ☐ Yes ☐ No (If yes, please describe)		
Anticipated Start Date:	Anticipated Date of Completion:		
Application completed by (print and sign name)	<table style="width: 100%;"> <tr> <td style="width: 50%;">Title</td> <td style="width: 50%;">Date</td> </tr> </table>	Title	Date
Title	Date		

Please return this application by February 14, 2020 to:

City of Longview
Parks and Recreation Department
2920 Douglas St.
Longview, WA 98632

**NEIGHBORHOOD PARK
GRANT PROGRAM
ESTIMATE WORKSHEET**



ORGANIZATION: _____ **PROJECT NAME:** _____

This worksheet is to help you fill out the “Estimated Break Down” portion on the Project and Funding Page. Once all totals have been applied on the estimate worksheet, they can then be transcribed in the totals.

Please summarize all of your **estimated project expenses** in the table below. (Out of Pocket Expenses)
Attach all quotes/invoices that coincide with each line item.

EXPENSES TO BE PURCHASED BY APPLICANT		
VENDOR	DESCRIPTION	COST
TOTAL		

Please summarize **all donations of goods and services estimated** for the project.
Please indicate if they have been secured or if you will be seeking out the donation.

IN-KIND CONTRIBUTIONS - SUPPLIES AND/OR LABOR			
VENDOR	DESCRIPTION	VALUE	SECURED Y/N
TOTAL			

NEIGHBORHOOD PARK GRANT ESTIMATE WORKSHEET - VOLUNTEER COMMITMENT

DATE	PRINTED NAME	WORK DESCRIPTION	HOURS COMMITTED	SIGNATURE
				TOTAL NUMBER x \$15.00

* Volunteer Labor is calculated at \$15 per hour. Volunteer Register must match dollar amount provided for in project total.

* Additional registers are available upon request if more pages are needed.

TOTAL PROJECT SUMMARY		
A.	TOTAL EXPENDITURES	\$
B.	TOTAL IN-KIND DONATIONS	\$
C.	TOTAL VOLUNTEER LABOR	\$
TOTAL PROJECT COST:		\$

Transfer all totals from the two "Estimate Worksheets" to the table on the left for a summary of the total project cost, then transfer totals to the Project Budget and Funding page.

TOTAL REQUEST FOR REIMBURSEMENT	
REQUEST:	\$

By my signature below, I certify the information I provided on and in connection with this form is true, accurate, and complete. I also understand that any false statements or deliberate omission on this document or attached documents I submit for the Neighborhood Park Grant Program may be grounds for disqualification for reimbursement.

ORGANIZATION NAME	PRINTED NAME:	SIGNATURE:	DATE:

LONGVIEW PARKS AND RECREATION DEPARTMENT

NEIGHBORHOOD PARK GRANT POLICY & PROCEDURE

INTRODUCTION

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval.

PURPOSE

To establish policies and procedures for considering applications for the Neighborhood Park Grant Program.

DEFINITIONS

For the purposes of this policy, the following definitions will apply:

- **City:** Municipal Government of the City of Longview, Washington
- **Department:** Longview Parks and Recreation Department
- **Director:** Director of Longview Parks and Recreation
- **Advisory Board:** The Parks and Recreation Advisory Board is a Council appointed committee whose functions include, but are not limited to, review and recommendation to the Director on parks and recreation related matters.
- **Applicant:** Private, for-profit company, non-profit organization, or public agency wishing to apply to the grant program.
- **Capital Improvement Project:** projects as those which include new or expanded physical facilities/assets, major renovation or replacement of existing facilities, the acquisition of real property (land), or the purchase of major pieces of equipment. Capital improvement projects involve the expenditure of \$5,000 or more for design, construction, and equipment; have a useful life of one year or more; and are for an item classified as a fixed asset.
- **Match:** (Matching Share) shall mean the portion of the total cost of a project which the applicant must provide.

POLICY FOR APPLICATIONS

It is the policy of the Longview Parks and Recreation Department to accept Neighborhood Park Grant Program applications for:

1. Projects that enhance, beautify, improve, supplement, support, or otherwise benefit the parks and recreation system.

2. Projects that are consistent with department mission, policies, park property restrictions, park master plans, and the most current comprehensive parks and recreation plan approved by the department staff and the Advisory Board.
3. Projects with no contingencies placed on the department and the full understanding that they become the property of the City and are subject to the laws, ordinances, resolutions, policies and procedures that govern the department.
4. Projects which the applicants acknowledge the department is in no way obligated to replace the park improvement if it is stolen, vandalized, deteriorated, irreparably damaged, or destroyed.
5. Park improvements which are of high quality to ensure a long life and are resistant to the elements, deterioration, and to acts of vandalism.
6. Projects that meet the City of Longview's definition of a Capital Improvement Project.
7. Park improvements that include an estimate and evaluation of the expected life cycle, repair and replacement costs, future employee labor and all types of maintenance costs as well as only accept improvements that do not cause undue financial burden on department staff and/or resources.
8. Projects located within a City of Longview Park, Facility, Trail, or designated play area such as at a school district facility that allows for public access which are identified in the Comprehensive Plan.
9. Projects that completely address the eight rating criteria that includes: need, community impact, access, financial responsibility, cost benefits, compliance, readiness to proceed, and funding.
10. Projects that include a comprehensive financial breakdown of the park improvement which includes: the estimated total cost of the project, applicant cash, applicant donations, estimated volunteer hours, and other supplemental information to validate anticipated expenses.
11. Projects that do not include routine maintenance on existing or proposed new facilities as that is not an eligible expense under this program.

POLICY FOR EXPENDING GRANT FUNDS

It is the policy of the Longview Parks and Recreation Department to expend Neighborhood Park Grant Program funds for:

1. Applications that were submitted by the publicized deadline.

2. Applications that were recommended by the Advisory Board and approved for funding by City Council.
3. Projects that are completed by the project deadline. Applicants who are unable to meet the deadline must submit a "Letter of Need" to the Parks and Recreation Advisory Board 30 days prior to the deadline to ask for an extension.
4. Projects that are fully complete and accompanied by a Project Completion Summary Form with attached detailed documentation of all financial obligations related to the project and attached before and after photos.
5. Finished projects that include pictures and a 50% reimbursement request comprised of tangible supplies and paid service expenditures and do not include donated items or labor as reimbursable items. Applicants cannot financially benefit from the Neighborhood Park Grant Program.

PROCEDURE FOR NEIGHBORHOOD PARK GRANTS

The City of Longview and the Parks and Recreation Department welcome interested applicants to apply for the Neighborhood Park Grant Program as an opportunity to improve and invest in their parks and recreation system.

Annual Neighborhood Park Grant Procedure

1. **(January - February)**

The Neighborhood Park Grant Program will open applications for outside organizations, groups, and individuals to apply for funding.

2. **(June - July)**

If all grant funding has not been expended during the first round of applications, a mid-year solicitation for applications will be again held for outside applicants

3. **(September - October)**

If all grant funding has not been expended during the second round of applications, the City of Longview Parks and Recreation Department may apply for funding.

- a. Funding provided to the department may only be used for Capital Improvements within the park system.
- b. Neighborhood Park Grant Funds may only be used to purchase tangible items and not to offset labor or maintenance costs of the department.
- c. The department is required to fill out an application for the Neighborhood Park Grant Program. The Advisory Board will weigh the request against the criteria and make recommendation to City Council for funding.
- d. City Council makes the final approval for project funding for all applicants.
- e. The department is not required to provide a 50% match for grant funds.

- f. If the remaining funds to be allocated are below the Capital Improvement monetary threshold, the department may choose to supplement the shortfall using money from the operating budget.
- g. The department is required to fill out a Project Completion Form with accompanying supplemental information and photos for records.

Application Submittal

Those wishing to apply must submit a complete Neighborhood Park Grant Application and provide eight (8) copies of the application as well as any accompanying supplemental materials by the application deadline. The application must explain how the project meets the eight rating criteria and the financial breakdown of project funding.

Application Review

After the deadline is complete and all proposals have been submitted, the Advisory Board will set a meeting to discuss all of the proposals together. All applicants will be invited to make presentations regarding their projects to the board. Applicants will be notified of the date and time, and during that meeting may bring additional information or hand outs and answer questions pertaining to the proposed projects.

Funding Recommendations & Approval

The Advisory Board will weigh the proposals against the rating criteria. The board will determine which projects best meet the criteria. If there are more proposals than funding available, the board will determine whether or not to fund full or partial projects depending on applicant ability and readiness to proceed. The board will make a priority list of projects for the Director to bring forward for funding recommendations to City Council. City Council has the final approval for funding. Applicants will be notified by letter, at the address provided on their proposal, of the funding decision/approval by the Council. Once notified, applicants may begin their projects.

Completion

Once the project is complete, applicants provide the department a fully finalized "Project Completion Summary Form" with the attached detailed documentation to validate each line item. Along with the summary form, before and after photos of the finished project are required. Department staff will work with applicants to ensure that all paperwork is comprehensive and meets requirements for reimbursement.

Project Extension

The City understands that there can be unforeseen circumstances that may not allow completion of the project by the December 30 deadline. Applicants may submit a "Letter of Need" to the Advisory Board for consideration of an extension on the project deadline. The letter must be received prior to the December 30 deadline to be granted.